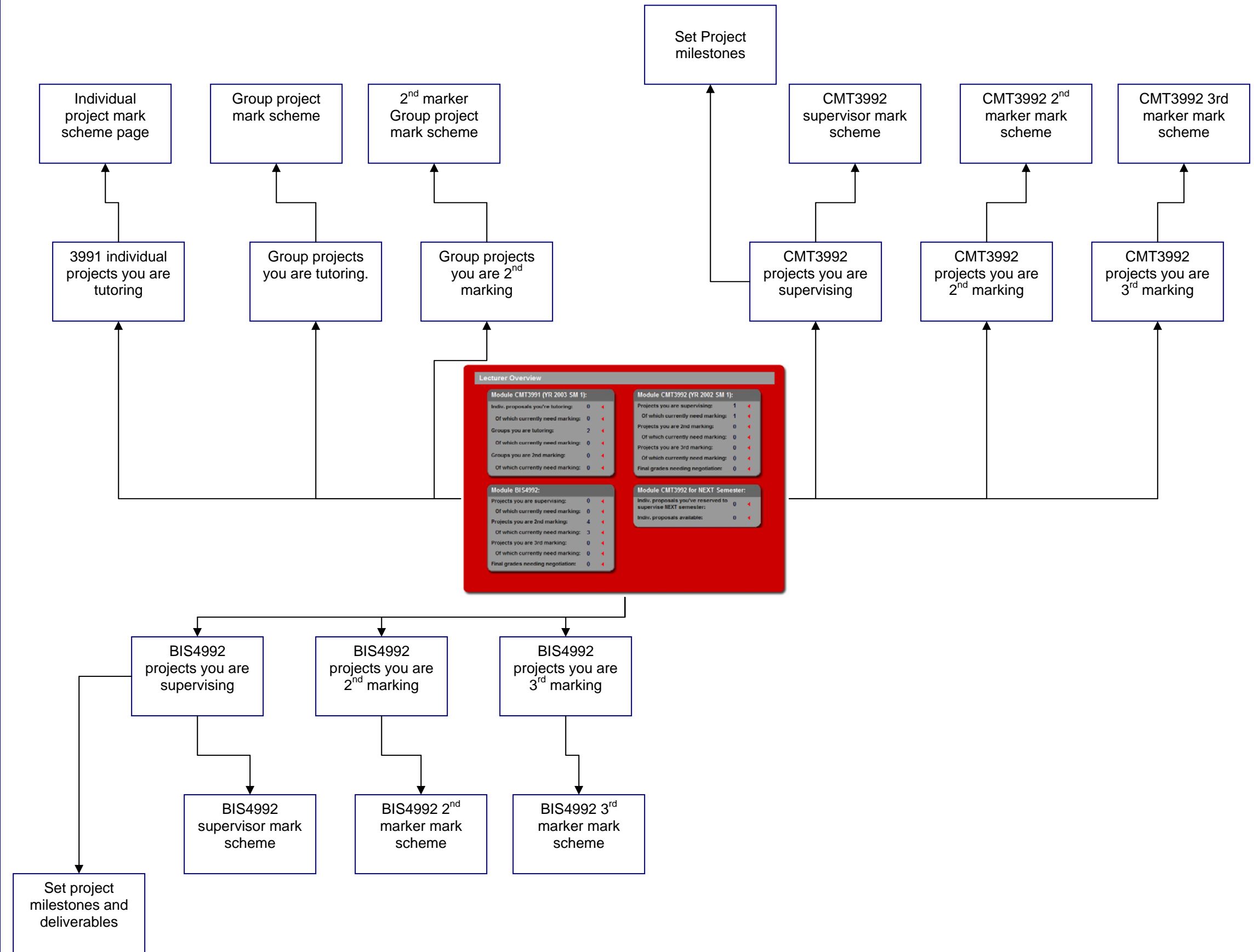**Lecturer overview**

The Lecturer overview page is the most important and useful page within PAM for markers to use.

It provides you with all the information you require as a marker. Each panel represents a different module and displays the numbers of projects that have been assigned to you and how many of those currently require marking.

Clicking the red arrow next to the number will take you to a detailed list of the projects.

From there you can go to the actual mark schemes where you can view and mark the projects.

Set Project milestones

Individual project mark scheme page

Group project mark scheme

2nd marker Group project mark scheme

CMT3992 supervisor mark scheme

CMT3992 2nd marker mark scheme

CMT3992 3rd marker mark scheme

3991 individual projects you are tutoring

Group projects you are tutoring.

Group projects you are 2nd marking

CMT3992 projects you are supervising

CMT3992 projects you are 2nd marking

CMT3992 projects you are 3rd marking

Lecturer Overview

Module CMT3991 (YR 2003 SM 1):

Indiv. proposals you're tutoring:	0
Of which currently need marking:	0
Groups you are tutoring:	2
Of which currently need marking:	0
Groups you are 2nd marking:	0
Of which currently need marking:	0

Module CMT3992 (YR 2002 SM 1):

Projects you are supervising:	1
Of which currently need marking:	1
Projects you are 2nd marking:	0
Of which currently need marking:	0
Projects you are 3rd marking:	0
Of which currently need marking:	0
Final grades needing negotiation:	0

Module BIS4992:

Projects you are supervising:	0
Of which currently need marking:	0
Projects you are 2nd marking:	4
Of which currently need marking:	3
Projects you are 3rd marking:	0
Of which currently need marking:	0
Final grades needing negotiation:	0

Module CMT3992 for NEXT Semester:

Indiv. proposals you've reserved to supervise NEXT semester:	0
Indiv. proposals available:	0

BIS4992 projects you are supervising

BIS4992 projects you are 2nd marking

BIS4992 projects you are 3rd marking

BIS4992 supervisor mark scheme

BIS4992 2nd marker mark scheme

BIS4992 3rd marker mark scheme

Set project milestones and deliverables

Marking status

Each project you are marking will have a marking status.

This status is set depending upon various conditions.

1. No project has been submitted for marking

2. Project submitted but you have not started marking it yet

3. Project submitted and you have started marking it, but you have not submitted a final assessment yet

4. Marking complete and assessment submitted

5. Grade overridden by the coordinator

6. Plagiarism suspected and under investigation by coordinator.

7. (BIS4992 only) Milestone or stage submitted by student and awaiting assessment by you.

8. (BIS4992 only) Last milestone or stage assessed by you and awaiting next submission by student.

Student ID	Student name	Prog	CP	Project title	Project stage	2nd marker	Marking status	GD

1   No Project

2   **Not Started**

3   **In Progress**

4   **Submitted**

5   Overridden

6   Under Investigation

7   **Awaiting assessment by you**

8   **Awaiting student submission**

CMT3991 individual proposal marking

As a tutor in the CMT3991 module you will be required to mark students on their individual proposal and enter their scores and comments using the individual proposal mark scheme.

This mark scheme consists of a double page to enter scores for some criteria, and comments other criteria.

When this is completed, click the 'Submit' tab at the top right of the mark scheme 'book' and this will take you to the submissions page. You can always go back to the previous page by selecting the tab at the top left of the book.
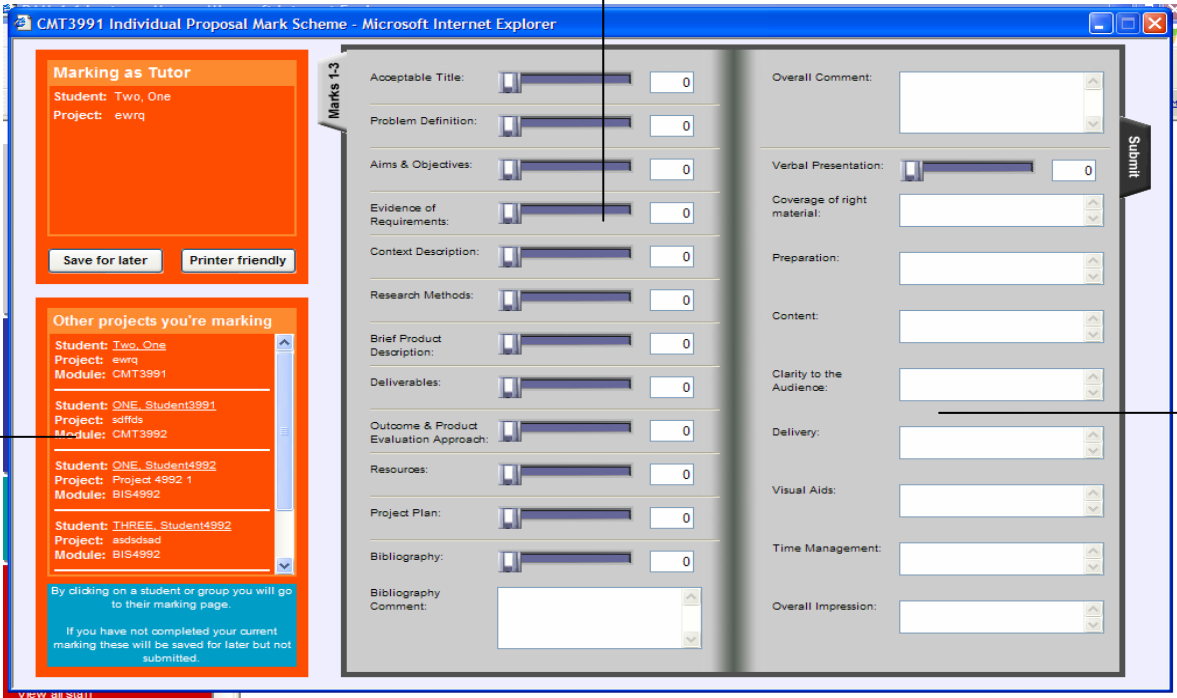
On the submissions page you will need to answer some questions relating to the project.

You can also flag if you suspect that plagiarism in the students work.

Use the sliders to mark the criteria

This box displays a list of other projects that you are marking. Clicking on them will save your scores and comments on the current mark scheme and open the selected one.

Enter comments relating to the criteria.

Select the radio button as appropriate if you think the project will be suitable for BCS exemption

If you suspect that the student plagiarized other peoples work to complete their project then it must be investigated by the Coordinator.

To do this check the tick box and enter a comment why you suspect plagiarism.

Then click the submit button. The mark scheme will then be locked and coordinator will be notified. The coordinator is the only person able to unlock the mark scheme.

Select the radio button as appropriate if you think the project is appropriate for the programme the student is on.

CMT3991 group proposal marking & CMT3992 project marking

As a tutor in the CMT3991 module you will be required to mark group projects submitted by students and enter their scores and comments using the group project mark scheme.

This mark scheme consists of a series of double pages each with different criteria that need marking.

The sliders of the previous mark schemes have been replaced with a system where the marker selects a description level from the 'Notes for marking' box. This description is then copied into the comments box. It can then be amended or added to.

When all the criteria have been completed, click the 'Submit' tab on the right of the mark scheme 'book' and this will take you to the submissions page.
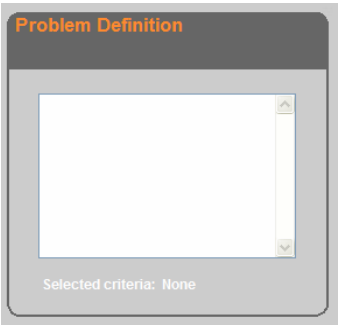
On the submissions page you will need to answer some questions relating to the project mark the individual contribution of the group members and select and submit a final grade.

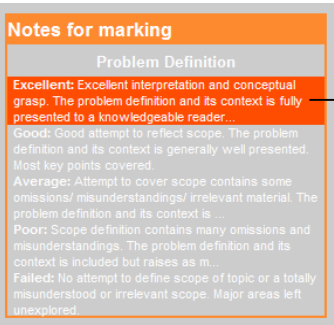To do this select from the range of equivalent to the score range and submit the grade.
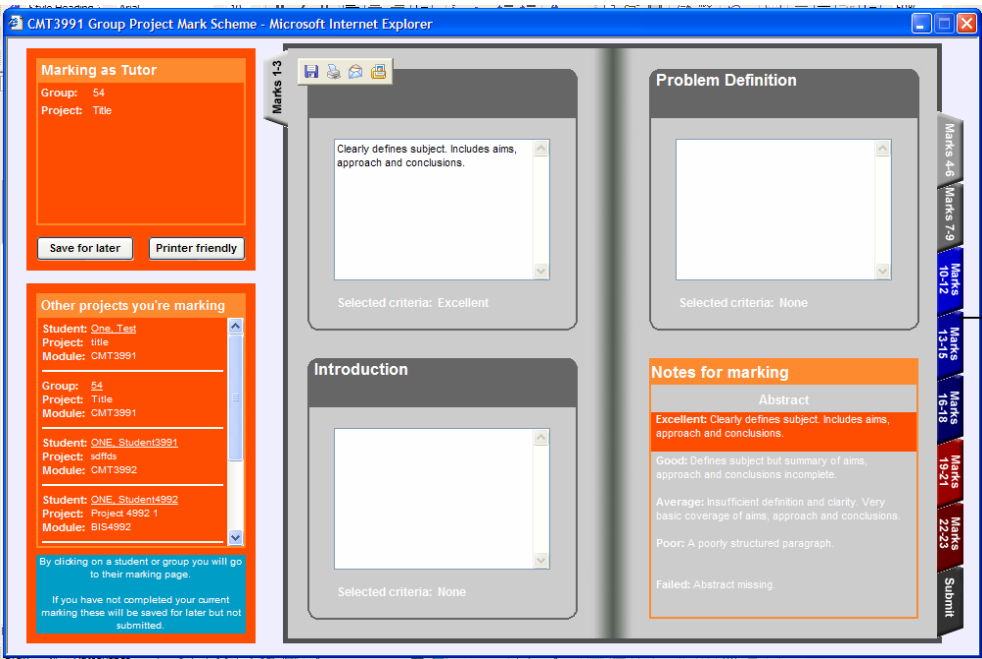
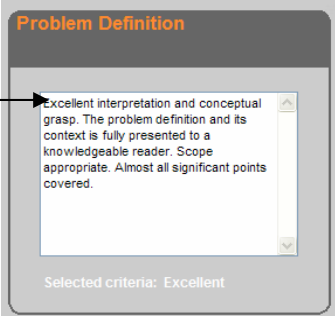Use the tabs to go to the next set of criteria
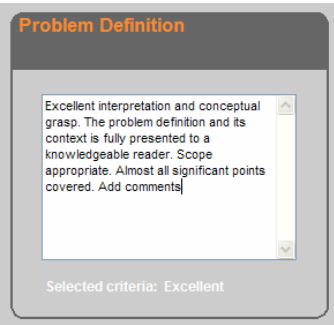

How to mark criteria

1 First select the criteria you which to enter a comment for. The words will turn orange to show that it is selected.

2 From the 'Notes for marking' box select the level that you think the student achieved for that particular criteria.

3 The definition for that level is then automatically copied into the comments box for that criterion.

4 You can than amend or add to this comment as you desire.

Submitting marks
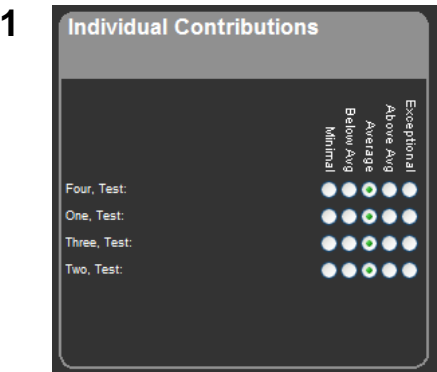
1 Firstly mark the individual contributions of the different students in the group. (This is for CMT3991 only)
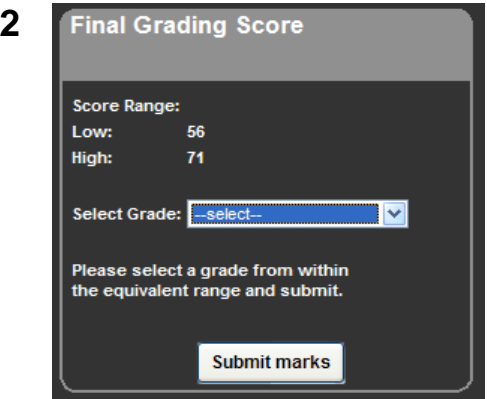
2 Each selected levels for each criteria represents a high and low value. These combine and are weighted to produce a high and low value.

These then correspond to a range of grades.
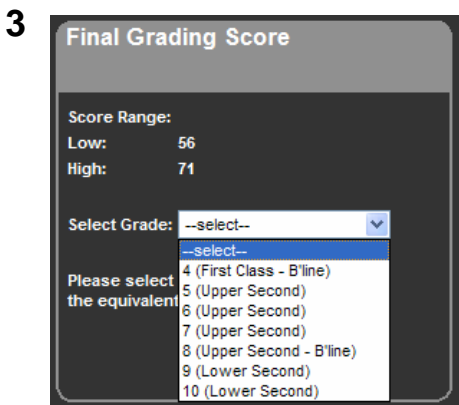
3 Use the dropdown to select the grade that you think is appropriate for the project that you have marked.

Then click submit.

How to view a project uploaded by students and annotate it with comments.

If a student has uploaded a document then this will be viewable onscreen when you go to the mark scheme related to that student or group project.

1. When a student has uploaded a document, an email will be sent to you telling you that it is available to mark.

2. When you open that students mark scheme a document symbol will appear in the top left hand orange panel.

If the icon has a red 'No go' symbol through it then there is no document to view.

**3.** Clicking the document symbol will open the document as a PDF. It can then be annotated by you with comments. Acrobat 6 or higher is required to do this.

4. You should then save the marked up PDF to their local machine.

5. This saved PDF can then be uploaded back into PAM for the student to see when their grades are released.

This is done on the final submit page. Click the browse button and find the PDF on your local machine where you saved it previously.
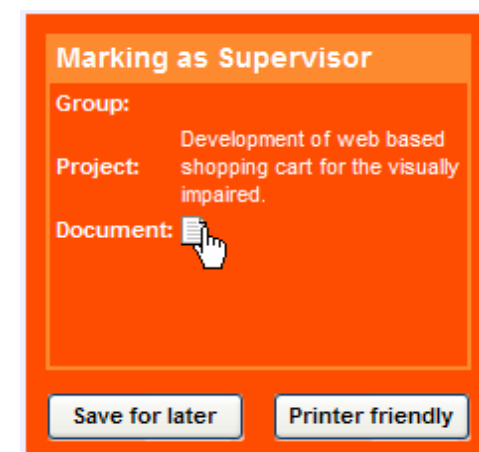
6. Then click the 'Upload' button.

7. PAM will alert you when the PDF has been uploaded successfully. This document will be viewable by the student (s) when the grades are released.
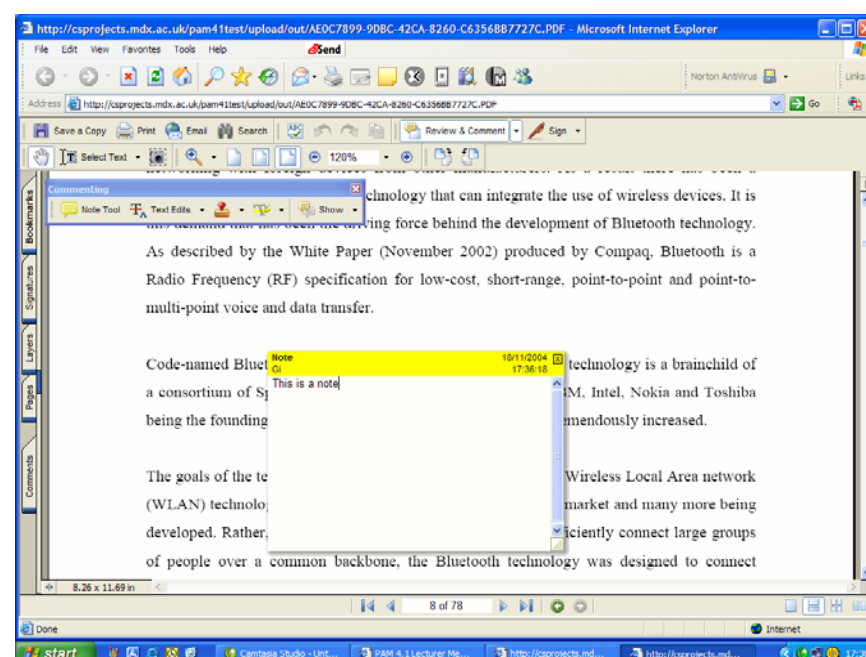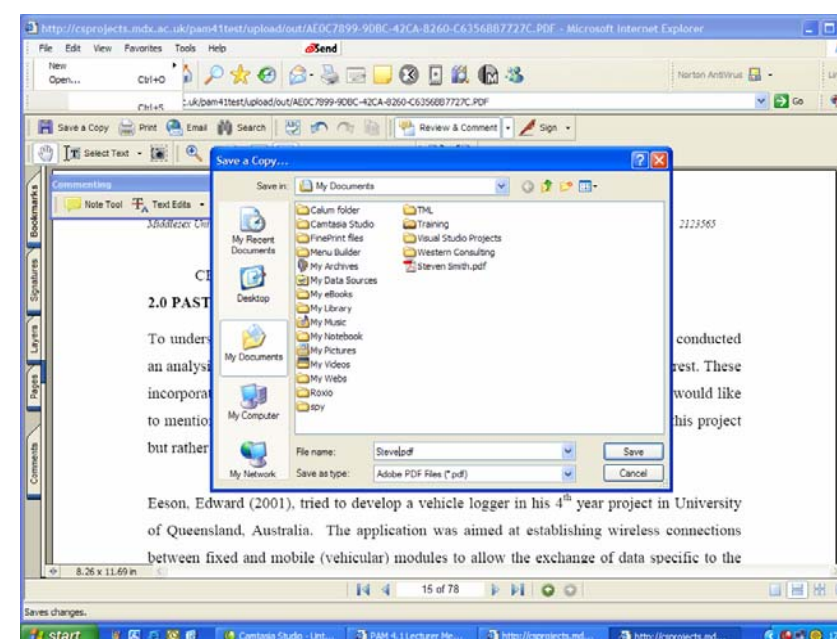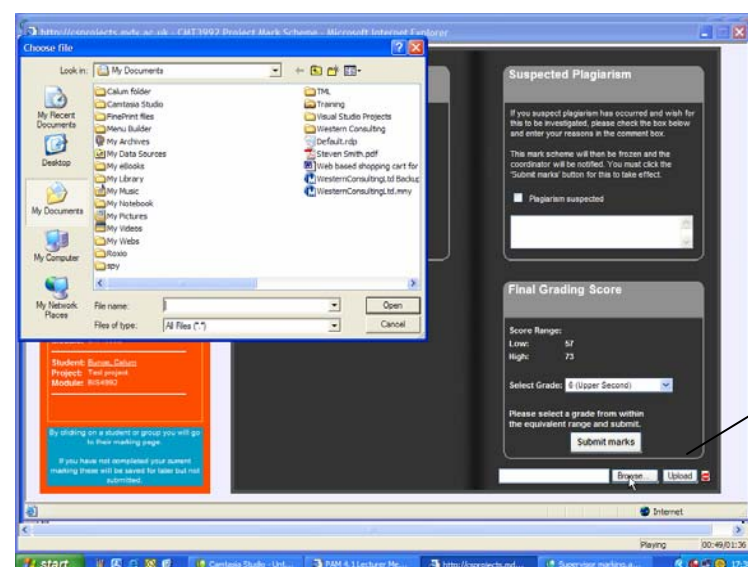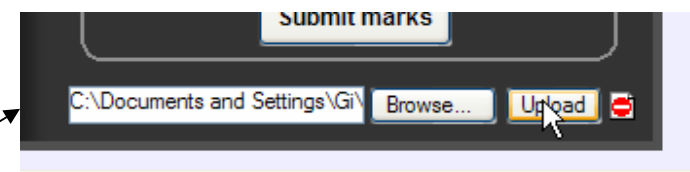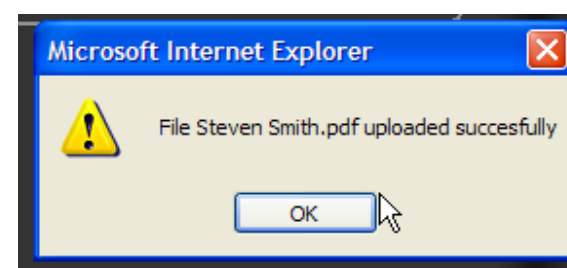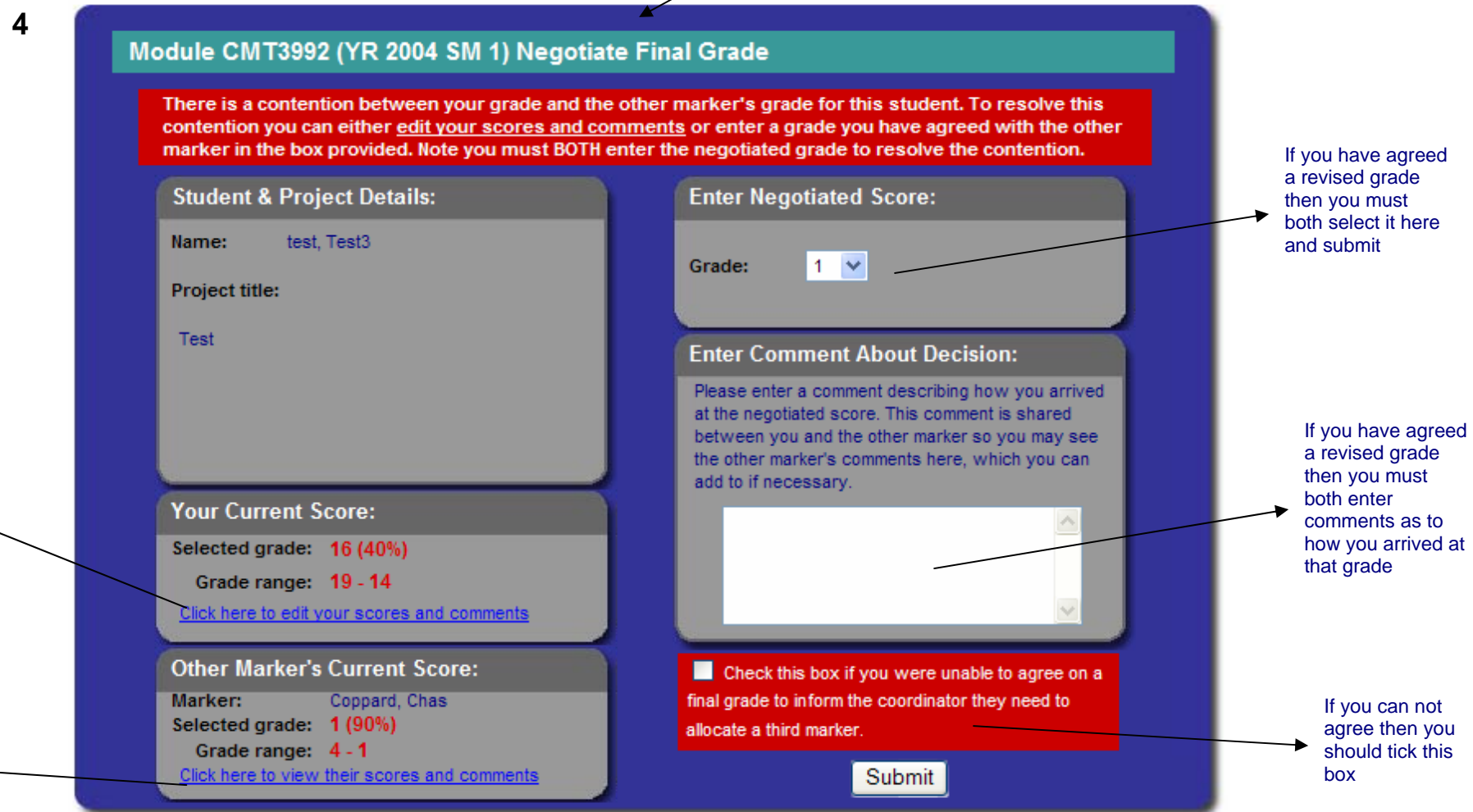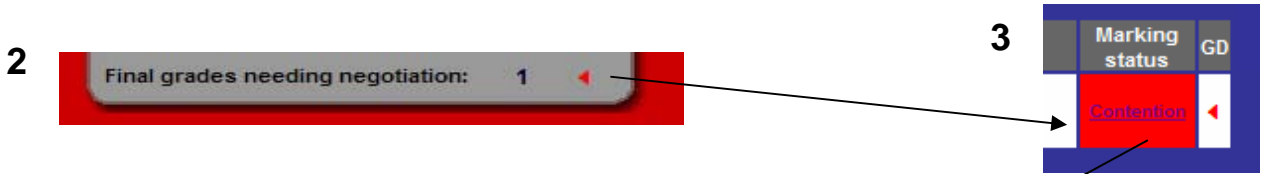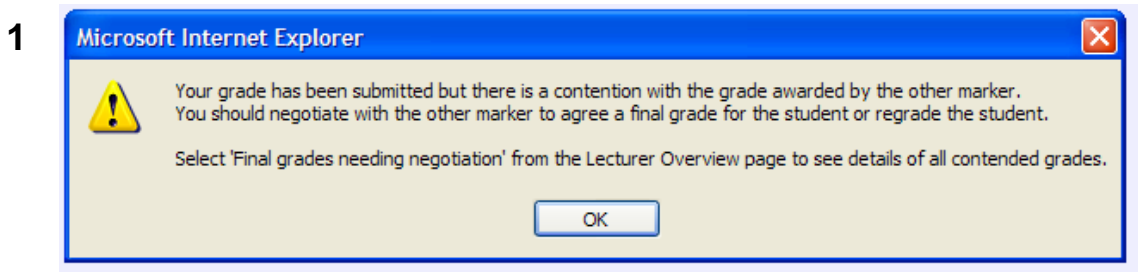
1
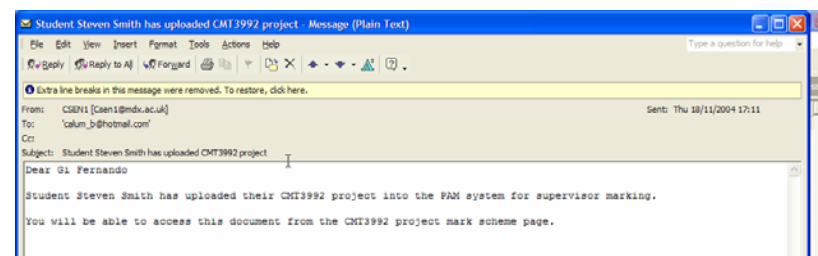
2

3

4

5

6

7

Resolving contention between markers in CMT3992

As a marker in CMT3992 the will be occasions when you are in contention with another marker of the same student project. This occurs when the marks that you have both submitted are more than a certain number of grade points apart or else bridge a high or low threshold. If this happens then the following actions will take place:

1. PAM will notify you when you submit your mark. It will then be necessary to contact the other marker and resolve the contention.

2. On the 'Lecturers Overview' page the 'Final grades needing negotiation' flag will display the number of negotiations necessary. Clicking the red arrow.

3. This will take you to a list of the projects in contention. Click the 'Contention' flag in the 'Marking status column and this will take you to the 'Negotiate final grade' page.

4. By going to the contention resolution page in PAM then you will be able to view the other markers scores and comments and the range of grades that overlapped when you both submitted your marks.

If you can not agree than you will have to notify the module coordinator who will assign a 3rd marker.

If you do resolve your contention then it is necessary for both of you to go to the contention resolution screen in PAM. Here you will both have to enter the revised agreed grade and a comment about how you arrived at it.

1

Microsoft Internet Explorer

⚠ Your grade has been submitted but there is a contention with the grade awarded by the other marker.
You should negotiate with the other marker to agree a final grade for the student or regrade the student.

Select 'Final grades needing negotiation' from the Lecturer Overview page to see details of all contended grades.

[OK]

2 Final grades needing negotiation: 1 ◄

3

Marking status	GD
Contention	◄

4

Module CMT3992 (YR 2004 SM 1) Negotiate Final Grade

There is a contention between your grade and the other marker's grade for this student. To resolve this contention you can either edit your scores and comments or enter a grade you have agreed with the other marker in the box provided. Note you must BOTH enter the negotiated grade to resolve the contention.

Student & Project Details:

Name: test, Test3

Project title:

Test

Your Current Score:

Selected grade: 16 (40%)

Grade range: 19 - 14

Click here to edit your scores and comments

Other Marker's Current Score:

Marker: Coppard, Chas
Selected grade: 1 (90%)
Grade range: 4 - 1

Click here to view their scores and comments

Enter Negotiated Score:

Grade: [1 ▾]

Enter Comment About Decision:

Please enter a comment describing how you arrived at the negotiated score. This comment is shared between you and the other marker so you may see the other marker's comments here, which you can add to if necessary.

☐ Check this box if you were unable to agree on a final grade to inform the coordinator they need to allocate a third marker.

[Submit]

Click this link to edit your comments and score to resolve the resolution

Click this link to view the other markers scores and comments

If you have agreed a revised grade then you must both select it here and submit

If you have agreed a revised grade then you must both enter comments as to how you arrived at that grade

If you can not agree then you should tick this box

Setting up and managing groups as a group tutor

Group tutors are responsible for setting up and managing the groups that they are involved with.

Within the lectures area there are screens to enable you to do this.

Adding a group:

1. Select 'Add new group' from the left hand menu.

2. Using the 'Add new group' page you can create a new group by selecting the names of the students from the dropdown lists or by entering their student ID's in to the boxes.

You can set the tutor and 2nd marker (if appropriate) in the top left hand panel.

You can also complete project information relating to the group, such as Programme, title, and submission dates and details.

When you have completed all the information click 'Add'.

Searching and editing groups

If you wish to search for and edit groups then simply select the 'Search & edit group' menu item, complete the search criteria. From the results click on the group ID and this will take you to the edit group page.

1

CMT3991

Projects needing marking
Individual tutoring (1)
Group tutoring (0)
Group 2nd marking (0)

Group management
Add new group
Search & edit group
View all groups

CMT3992

2

Module CMT3991 (YR 2003 SM 1) Add New Group

Campus & Staff Details:

Campus: BG

Tutor: 1, Lecturer

2nd Marker:

Project Details:

Program: Any

Title:

Submitted: Tick if submitted ☐
07 Dec 2004

Comment:

Students in Group (Enter Names or IDs):

1. Name:
   ID:
2. Name:
   ID:
3. Name:
   ID:
4. Name:
   ID:
5. Name:
   ID:
6. Name:
   ID:

Add

Here you can set the tutor or 2nd marker as appropriate

To register a group project submission, click the check box and select the date

Use the dropdowns to edit the students within the group.

A student can only ever be on one group at a time.

Setting milestones for CMT3992 students

PAM 4.1 now allows supervisors in CMT3992 to mark off when certain milestones within a project were completed. They are called Milestone 1, 2 & 3.

The milestones are recorded by the supervising in the following way:
From the 'Lecturer Overview' page select the list of Students you are supervising, by clicking the red arrow by the number.

1. There is now a new column that specifies 'Stage'. This lists the last stage completed by the student. Initially this will display 'No milestones complete' Click on this and it will take you to a page displaying the student and their project details.

2. There is now a project milestones panel containing a check box and date control for each milestone. This allows the supervisor to set when the milestone was completed and on what date. When you have made these changes, click submit.

1

Module CMT3992 (YR 2004 SM 1) Projects you are Supervising

Student ID	Student name	Prog	CP	Project title	Project stage	2nd marker	Marking status	GD
5456654	test, Test3	BIS	BG	Test	No milestones complete	Coppard, Chas	Contention	◄

2

CMT3992 Project Milestones

Student Details:
Student Name: test, Test3
Student ID: 5456654
Supervisor: Fernando, Gi

Project Title:
Test

Milestones (tick when complete):

Milestone 1: ☐ 09 ▾ Dec ▾ 2004 ▾

Milestone 2: ☐ 09 ▾ Dec ▾ 2004 ▾

Milestone 3: ☐ 09 ▾ Dec ▾ 2004 ▾

Submit

Check box when the milestone is complete

Set the date that the milestone was completed

Tracking BIS4992 student's stages and milestones as a Supervisor.

Each student you supervise in BIS4992 now has a record of each stage and step in the module.

From the 'Lecturer overview' page select the list of BIS 4992 students that you are supervising.

1. In the student lists there is now a 'Stage' column. This displays the stage that the student is at in their project. Click on the stage will take you to the 'Project stages and Milestones overview page'.

2. This page lists the different stages, from title to Final report assessment. It displays the due dates for each stage, the date the student submitted the stage, and the date that the action took place. As students submit their stages by uploading their documents the dates are recorded and displayed in this page.

As you assess a stage or milestone the date you submit the marks are recorded and displayed.

At each stage the student is emailed that a transition has taken place.

The two buttons at the bottom of the page will take you to the relevant assessment pages where you can use the scores and comments.

1

Module BIS4992 Projects Currently Needing Supervisor Marking

Student ID	Student name	Prog	CP	Project title	Project stage	2nd marker	Marking status	GD
4000	wfwefwe, efwefew	MSc (BIT)	BG	dsfsdfdsfdsf	First cut		Awaiting assessment by you	◄

2

Module BIS4992 Project Stages & Milestone Overview

Student Details:
Student Name: Bunce, Calum
Student ID: 54321
Supervisor: Fernando, Gi

Project Title:
Test project

Event Dates:

Event	Due date for student	Submitted	Event action date
Title Submitted:	19/10/2004	N/A	20/10/2004
Supervisor Assigned:	N/A	N/A	20/10/2004
First Cut:	20/10/2004	20/10/2004	20/10/2004
Formal Proposal:	21/10/2004	-	-
Milestone 1:	☐ [▼] [▼] [▼]	-	-
Milestone 2:	☐ [▼] [▼] [▼]	-	-
Milestone 3:	☐ [▼] [▼] [▼]	-	-
Report Plan:	25/10/2004	-	-
Final Report:	26/10/2004	-	-

Set milestone dates

View milestone assessments   View final report assessments

The relevant dates. You can also set the dates for the milestones as agreed with the student.

The different milestones & deliverables

This takes you to the Milestone assessment page

This takes you to the report assessment page

Marking a BIS4992 student as the module progresses.

As a supervisor you will asses students through out the module. The marking scheme is displayed in the form of a tabbed book.

Each tab of the book represents a different module or stage that the student has reached.

When you assess each stage you need to record your comments and score on the relevant page.

When you have done this you will need to submit the assessment. At this point the student will be emailed and they will be able to log on and view your comments and marks.

If you have marked up their document and re-uploaded it then this will also be available to be viewed by the student.
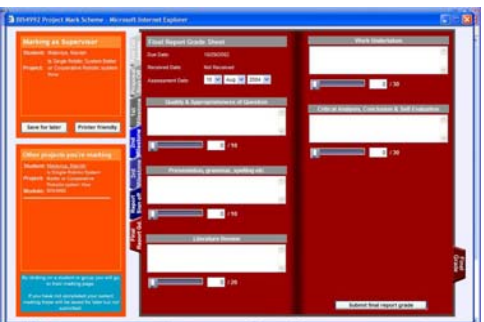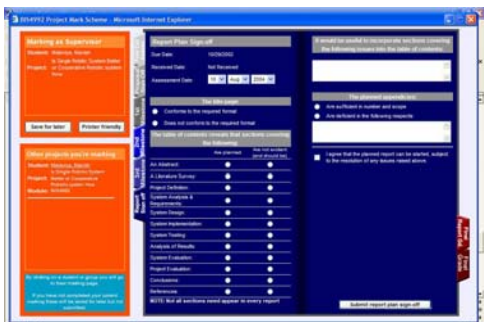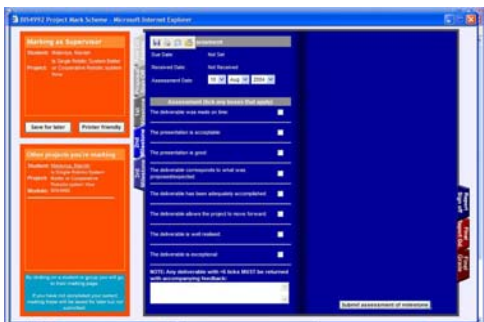
The date the milestone or stage was due

When the student uploads the stage ore milestone it will set this date

First Cut Proposal Assessment

Due Date:	20/10/2004
Received Date:	20/10/2004
Assessment Date:	20 Oct 2004

Clicking this icon allows you to view the document that the student uploaded

You will need to set the assessment date as necessary.

If you have marked up the students document then you can upload it using the buttons at the bottom of the left hand page

Deliverables: ○ ○ ● ○   Four promised but there is evidence of

[   ] Browse... Upload

Once you have uploaded a document you can view it by clicking this document icon

Click this button to browse to the saved document that you have marked up

How to view a student's grade.

To view students grades then simply click the red arrow in the GD column. This will take you to the grade details page where you can see the scores and grades form the other markers and view their comments.

Clicking on the red arrows in the left hand panel will load the comments and scores appropriately.

Student ID	Student name	Prog	CP	Project title	Project stage	2nd marker	Marking status	GD
4000	wfwefwe, efwefew	MSc (BIT)	BG	dsfsdfdsfdsf	First cut		Awaiting assessment by you	◄

BIS4992

CMT3991

BIS4992 Project Deliverable Feedback

Project Details:

Student name: wfwefwe, efwefew

Student ID: 4000

Project title: dsfsdfdsfdsf

Supervisor: Coordinator, 4992

Milestone 1 Assessment Feedback

Criteria	Check
The deliverable was made on time	
The presentation is acceptable	
The presentation is good	
The deliverable corresponds to what was proposed/expected	
The deliverable has been adequately accomplished	
The deliverable allows the project to move forward	
The deliverable is well realised	
The deliverable is exceptional	

Comment:

Project Deliverable Stage:

	Due	Submit	Assess
First cut:	2/1/2005	9/26/2004 20:48:54	- ◄
Formal prop:	3/1/2005	9/26/2004 20:48:56	- ◄
Milestone 1:	-	-	- ◄
Milestone 2:	-	-	- ◄
Milestone 3:	-	-	- ◄
Report plan:	7/1/2005	-	- ◄

Module CMT3991 (YR 2004 SM 2) Group Grade Details

Group Details:

Group ID: 53
Prog: Any
Students:
dave, bob

Group Project Tutor Scores:

Criteria	Comment	Score
Abstract		
Introduction		
Problem Definition		
Analysis, Design & Method		
Results / Product		
Evaluation (of both process & results)		
Conclusion (section)		
Use & Citation of literature		
Research & Concepts		
Presentation		
Student Competence		
Student Management of the Project		
BCS Exemption		

Grade Details:

Group project title:

dfgd

Tutor: Fernando, Gi IN
2nd mkr: N/A
Final sc: N/A

Group Project 2nd Marker Scores:

CMT3991

Module CMT3992 (YR 2004 SM 1) Student Grade Details

Student Details:

ID: 678
Name: Smith, Steven
Prog: BIS

Grade Details:

Project title:
Development of web based shopping cart for the visually impaired.

Supervisor: Fernando, Gi 6 (65%) ◄
2nd marker: Coppard, Chas 5 (68%) ◄
3rd marker: N/A
Final score: 5 (67%)
Final grade: 5

Supervisor Scores:

Criteria	Comment	Score
Abstract	Clearly defines subject. Includes aims, approach and conclusions.	Excellent
Introduction	Reasonable attempt to introduce topic and aim of project.	Poor
Problem Definition	Good attempt to reflect scope. The problem definition and its context is generally well presented. Most key points covered.	Good
Analysis, Design & Method	Analysis and design is explicit. All problems addressed. Similar justification of the choice (and range) of methods and tools.	Excellent
Results / Product	Similar findings (or products) are widely available. Distinctive aspects of the problem not covered.	Poor
Evaluation (of both process & results)	Some evaluation with some links to work undertaken. Many key issues identified.	Average
Conclusion (section)	Excellent. Accurately identifies and summarises key points/ issues and outcomes with reference to the original problem. Critical, reflective conclusions.	Excellent
Use & Citation of literature	Little evidence to support arguments and inadequate coverage of basic sources. Few citations in writing. Only a minority are	Poor

☐ Finalise

Submit